

How to Apply for an Extension in Provision 2/3



Released April 2015

"How to Apply for an Extension in Provision 2/3" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Objectives

This training will provide instructions in how to apply for an extension of Provision 2 or 3.

- Define the term *Extension*.
- Review the Extension application, where to access it, and application deadlines.
- Provide examples of how to calculate socioeconomic data with unemployment data and Direct Certification data.

Extensions

Special Assistance Cycle

- Special Assistance Provision 2 and 3 use base year data for their non-base year claims. Provision 2 cycles use base year data for the following 3 years and Provision 3 cycles use base year data for the following 4 years.
- At the end of each special assistance cycle, the School Food Authority may:
 - return to regular claiming
 - participate in Community Eligibility Provision
 - conduct another base year or;
 - continue to claim with their original non base year data per the approval of the Arizona Department of Education (ADE) for an extension.

Extension

What is an Extension?

Approval per Arizona Department of Education (ADE) to operate an additional four non-base years using your original base year data after your Special Assistance cycle has ended.

Provision 2 Cycle

<i>Example</i> Provision 2 Cycle with Extension		
YEAR 1	2010-2011	BASE YEAR*
YEAR 2	2011-2012	1 st Non-Base Year
YEAR 3	2012-2013	2 nd Non- Base Year
YEAR 4	2013-2014	3 rd Non-Base Year
Year 1 of Extension	2014-2015	1 st Non Base Year due to Extension
Year 2 of Extension	2015-2016	2 nd Non Base Year due to Extension
Year 3 of Extension	2016-2017	3 rd Non Base Year due to Extension
Year 4 of Extension	2017-2018	4 th Non Base Year due to Extension

Provision 3 Cycle

<i>Example Provision 3 Cycle with Extension</i>		
YEAR 1	2010-2011	BASE YEAR*
YEAR 2	2011-2012	1 st Non-Base Year
YEAR 3	2012-2013	2 nd Non-Base Year
YEAR 4	2013-2014	3 rd Non-Base Year
YEAR 5	2014-2015	4 th Non-Base Year
Year 1 of Extension	2015-2016	1 st Non Base Year due to Extension
Year 2 of Extension	2016-2017	2 nd Non Base Year due to Extension
Year 3 of Extension	2017-2018	3 rd Non Base Year due to Extension
Year 4 of Extension	2018-2019	4 th Non Base Year due to Extension

Extensions

ADE Approval

- ADE may approve an extension if the income level of the school's population, as adjusted for inflation, has remained stable, declined or had only negligible improvement since the base year.
- Negligible improvement: an improvement in the base year income level of the school's population that is **5% or less, as adjusted for inflation.**
- If approved, the SFA is granted a four year extension.

Who can apply
for an extension?

Apply for an Extension

Who would want to apply for an Extension?

Schools participating in Special Assistance that feel their socioeconomic status of their population has not significantly changed from their base year. For example, if that school did another base year, the school would establish around the same Free/Reduced/Paid claiming percentages as their original base year.

Apply for an Extension

Who is eligible to apply for an extension?

A school operating Provision 2 or 3 who:

- Are in their second last non-base year; and
- Have complied with all requirements of participating in Special Assistance such as retaining all base year records.*

**Note-All original data used to establish base year percentages must be retained for the duration of the cycle, plus all extensions, plus 5 years. If original data (i.e. DC match lists) cannot be found or located, this would mean you are out of compliance with the provision and must either return to normal NSLP operation, or apply for a new base year.*

Special Assistance Extension Application



Apply for an Extension

When do I apply for an Extension?

The application is a two-part process:

- *May 1st of the second to last non-base year: Request for an Extension*
- *March 1st of the last non-base year: Submit supporting socioeconomic data*

Example: Special Assistance Provision 2 Sponsor

Year 1 (base year)	Year 2 (non-base year)	Year 3 (non-base year)	Year 4 (non-base year)	Year 5 (First Non-Base Year of Extension)
		 <p>DUE May 1st: Request for an Extension on Special Assistance</p>	 <p>DUE March 1st: Extension Calculation Worksheet and Supporting Data</p>	
Program Year: 2011 (2010-2011)	Program Year: 2012 (2011-2012)	Program Year: 2013 (2012-2013)	Program Year: 2014 (2013-2014)	Program Year: 2015 (2014-2015)

Where do I find the Extension Application?

There is a Special Assistance Extension Application Packet on the Special Assistance webpage.

Apply for an Extension

You are here: [Home](#) / Special Assistance

Special Assistance

Welcome to the Arizona Department of Education's Special Assistance website. This site is designed to familiarize you with the aspects of the USDA's Special Assistance program (Provisions 2 and 3).

Congress incorporated into Section 11(a) (1) of the National School Lunch Act three alternative provisions to the traditional requirements for determining eligibility for free and reduced-price school meals.

The core concept of Provisions 2 and 3 is a reduction in administrative costs in conjunction with operating a non-pricing program for all students. Simply, if the district agrees to provide meals to all enrolled students at no charge, the USDA eliminates the requirement to collect applications for 3 to 4 years.

These provisions have the potential to impact participation, collection and verification of applications, labor costs, cash-handling costs (collections, charges, and write-offs), a la carte sales, and hardware/software costs.

To learn more about the Special Assistance program visit the following links:

- Special Assistance Guidance Manual
- Financial Analysis Tool
- Special Assistance Application
- Free and Reduced-Price Policy Statement
- Simplified Daily Edit Check Worksheet during Non-Base Years
- Special Assistance Extension Application Packet (Updated November 2013)
- Provision 2 Schedule and Procedures
- Provision 3 Schedule and Procedures
- Making Sense of Special Assistance Claiming
- Provision 2 Claiming Percentage Calculator
- Provision 3 Meal Claim Calculator
- Special Assistance Verification Exempt Calculator (Updated 9/17/13)
- Step by Step Instruction for Special Assistance: How to Calculate Adjusted Eligibles for Non-Base Year Verification Summary Report
- Tips for Increasing Participation in the NSLP



Arizona Department of Education

Request for an Extension on Special Assistance

Due May 1st of the second to last non-base year

Please review the Special Assistance Extension Worksheet. When reviewing the worksheet, if you would like to apply for an extension on special assistance Provisions 2 or 3, please complete the application. This worksheet guides you through the application process. Please ensure that this application is not approved until you receive an official letter of approval from this department.

Student Name: _____ School: _____

Extension Year: _____

1. Indicate the Special Assistance Provision (2 or 3) that is currently being operated.

2. Indicate the number of special assistance years that are being requested.

Please attach an approved Extension Worksheet as a part of this application. Please attach the following documents:

Worksheet of Provisions 2 or 3 (if applicable) Worksheet of Provisions 2 or 3 (if applicable)

How to Apply for an Extension for Special Assistance Provisions 2 or 3

There are four parts to the application for an extension. Students applying must complete each part and submit to ADE by the required due date.

81. DUE MAY 1st of your second to last non-base year

- Request for an Extension on Special Assistance - Form indicating which cities are requesting an extension and indicating that the socioeconomic data will be collected next year (i.e. Direct Certification or Unemployment rates).

82. DUE MARCH 1st of your last non-base year

- Extension Calculation Worksheet - Form with socioeconomic data calculations, socioeconomic data, State Direct Certification or Unemployment data, and off that supports the calculations on the Extension Calculation Worksheet. Please ensure that the extension request was submitted in your Extension Worksheet due date (i.e. 1st).

Year 1 (First Non-Base Year of Extension)	Year 2 (Second Non-Base Year)	Year 3 (Third Non-Base Year)	Year 4 (Fourth Non-Base Year)	Year 5 (Fifth Non-Base Year)
Program Year: 2011 (2010-2011)	Program Year: 2012 (2011-2012)	Program Year: 2013 (2012-2013)	Program Year: 2014 (2013-2014)	Program Year: 2015 (2014-2015)



<http://www.azed.gov/health-nutrition/special-assistance/>

Page 1:
Explains the two-part application

Page 3: Extension Calculation Worksheet

Arizona Department of Education
Extension Calculation Worksheet
DUE: March 1st of the last non-base year

Sponsor Name:	CTD#
Contact/Title:	Phone #:

Please indicate the approved socioeconomic data that you are submitting to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by March 1st of the last non-base year. Please ensure that the selection below matches what was indicated on your extension application from last year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data <input type="checkbox"/> or Direct Certification percentages <input type="checkbox"/>		

Calculation for Socioeconomic Data Using Unemployment Data		
Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment rate from the non base year from the base year and the last non-base year.		
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(\text{Non Base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
	*Has the income level improved by 5% or more? (Yes or No) (improved= Less unemployment)	
<p>*Example: If the unemployment rate in the base year is 10% and the non-base year is 70%, the percent change would be improved by 10.25%, which would be the answer to the question above. If the unemployment rate in the base year is 10% and the non-base year is 10%, the percent change would not be eligible for an extension based on Unemployment Data.</p>		

Calculation for Socioeconomic Data Using Direct Certification Percentages		
Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the <u>base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the <u>last non-base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 3: Calculate the percent change.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
	*Has the income level improved by 5% or more? (Yes or No) (improved= less children matching in Direct Certification)	
<p>*Example: If the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.</p>		

Page 2: Request for an Extension



State of Arizona
Department of Education

How to Apply for an Extension for Special Assistance Provision 2 or 3

There are two parts of the application for an extension. Sponsors applying must complete each part and submit to ADE by the required due date.

#1. DUE MAY 1st of your second to last non-base year





- Request for an Extension on Special Assistance – Form indicating which sites are requesting an extension and indicating how the socioeconomic data will be collected next year (i.e. Direct Certification or Unemployment rates).

#2. DUE MARCH 1st of your last non-base year



- Extension Calculation Worksheet – Form with socioeconomic data calculations.
- Socioeconomic Data – Data (Direct Certification or Unemployment data) printed off that supports the calculations on the Extension Calculation Worksheet. Please ensure that the selection matches what was indicated on your Application for Extension due last May 1st.

Example: Special Assistance Provision 2 Sponsor

Year 1 (base year)	Year 2 (non-base year)	Year 3 (non-base year)	Year 4 (non-base year)	Year 5 (First Non-Base Year of Extension)
		 DUE May 1 st : Request for an Extension on Special Assistance	 DUE March 1 st : Extension Calculation Worksheet and Supporting Data	
Program Year: 2011 (2010-2011)	Program Year: 2012 (2011-2012)	Program Year: 2013 (2012-2013)	Program Year: 2014 (2013-2014)	Program Year: 2015 (2014-2015)

Page 1 of the Application Packet
Instruction page for the packet.
Please read through this page to
understand the different due dates.

Page 2: Request for an Extension

Arizona Department of Education
Request for an Extension on Special Assistance
DUE: May 1st of the second to last non base year

Please review the Special Assistance Guidance Manual. After reviewing the manual, if you would like to apply for an extension on Special Assistance Program, please complete this application. Once completed, submit the application to the Arizona Department of Education, Child Nutrition Programs for review, no later than May 1st of the second to last non base year. Please note that this application is not approved until you receive an official letter of approval from this department.

Sponsor Name:	CTD#
Contact/Title:	Phone #:

1. Indicate the Special Assistance Provision (2 or 3) that is currently being operated: _____
2. Indicate the number of special assistance sites that are being operated: _____

Please attach on School District Letterhead a list of all sites. Please indicate the fields listed below.

NAME OF SCHOOL	BASE YEAR	BREAKFAST (B), LUNCH (L), OR BOTH (BL)

3. Please indicate the approved socioeconomic data that will be submitted to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by March 1st of the last non-base year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data <input type="checkbox"/> or Direct Certification percentages <input type="checkbox"/>		

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes. I ensure that the socioeconomic data indicated above will be submitted to ADE no later than March 1st of the last non base year of the cycle.

Print name (authorized signatory) _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Page 2 of the Application Packet
In your *second to last non base year*, complete and submit this form to ADE by May 1st.

Choosing Socioeconomic Data
Socioeconomic data must be reflective of the school's population and must directly correspond to the area covered under the school's attendance area. You may use unemployment data or Direct Certification percentages.

Page 3: Extension Calculation Worksheet

Page 3 of the Application Packet.

In your *last non base year*, complete and **submit this form along with supporting data** to ADE by March 1st.

Arizona Department of Education
Extension Calculation Worksheet
DUE: March 1st of the last non-base year

Sponsor Name:	CTD#
Contact/Title:	Phone #:

Please indicate the approved socioeconomic data that you are submitting to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by March 1st of the last non-base year. Please ensure that the selection below matches what was indicated on your extension application from last year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data <input type="checkbox"/> or Direct Certification percentages <input type="checkbox"/>		



Calculation for Socioeconomic Data Using Unemployment Data		
Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$\text{Unemployment rate from the non base year} - \text{unemployment from base year}$	
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level improved by 5% or more? (Yes or No) (Improved= Less unemployment)		
*Example: if the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would be the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.		



Calculation for Socioeconomic Data Using Direct Certification Percentages		
Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the <u>base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the <u>last non-base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 3: Calculate the percent change.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level improved by 5% or more? (Yes or No) (Improved= less children matching in Direct Certification)		
*Example: if the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.		



Choosing Socioeconomic Data Refer back to the page 2 (Request for an Extension submitted in May of your second to last non-base year.) Make sure the same socioeconomic data box is checked.

Use this table to complete your calculation if you are using unemployment rates.

Use this table to complete your calculation if you are using Direct Certification percentages.

Calculating Socioeconomic Data

Extension Application Page 3

There are two different ways to calculate socioeconomic data:

1. Unemployment Data
2. Direct Certification Data

The following slides will review the different data sources to help you determine which method works best for your organization.

Using Unemployment Data

Extension Application Page 3

Page 3: Extension Calculation Worksheet

Arizona Department of Education
Extension Calculation Worksheet
DUE: March 1st of the last non-base year

Sponsor Name:	CTD#
Contact/Title:	Phone #:

Please indicate the approved socioeconomic data that you are submitting to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by March 1st of the last non-base year. Please ensure that the selection below matches what was indicated on your extension application from last year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data <input type="checkbox"/> or Direct Certification percentages <input type="checkbox"/>		

Calculation for Socioeconomic Data Using Unemployment Data

Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$\text{Unemployment rate from the non base year} - \text{unemployment from base year}$	
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level improved by 5% or more? (Yes or No) (Improved= Less unemployment)		

*Example: if the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would be the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.

Calculation for Socioeconomic Data Using Direct Certification Percentages

Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the <u>base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the <u>last non-base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 3: Calculate the percent change.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level improved by 5% or more? (Yes or No) (Improved= less children matching in Direct Certification)		

*Example: if the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.

Page 3 of the Application Packet.

Using Unemployment Data

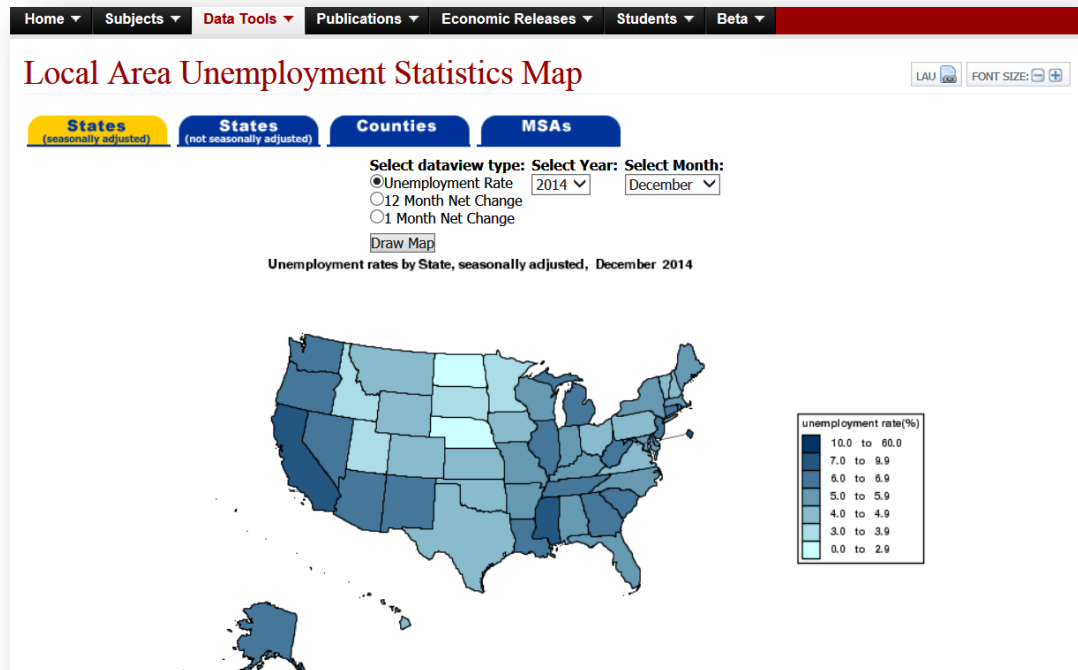
- Find unemployment percentages of your county in the current year and of your base year.
- Calculate the percent change by plugging in your values on the Extension Calculation Worksheet.

Using Unemployment Data

Using Unemployment Data

1. Go to: <http://data.bls.gov/map/>
2. On webpage, click on the tab

Counties



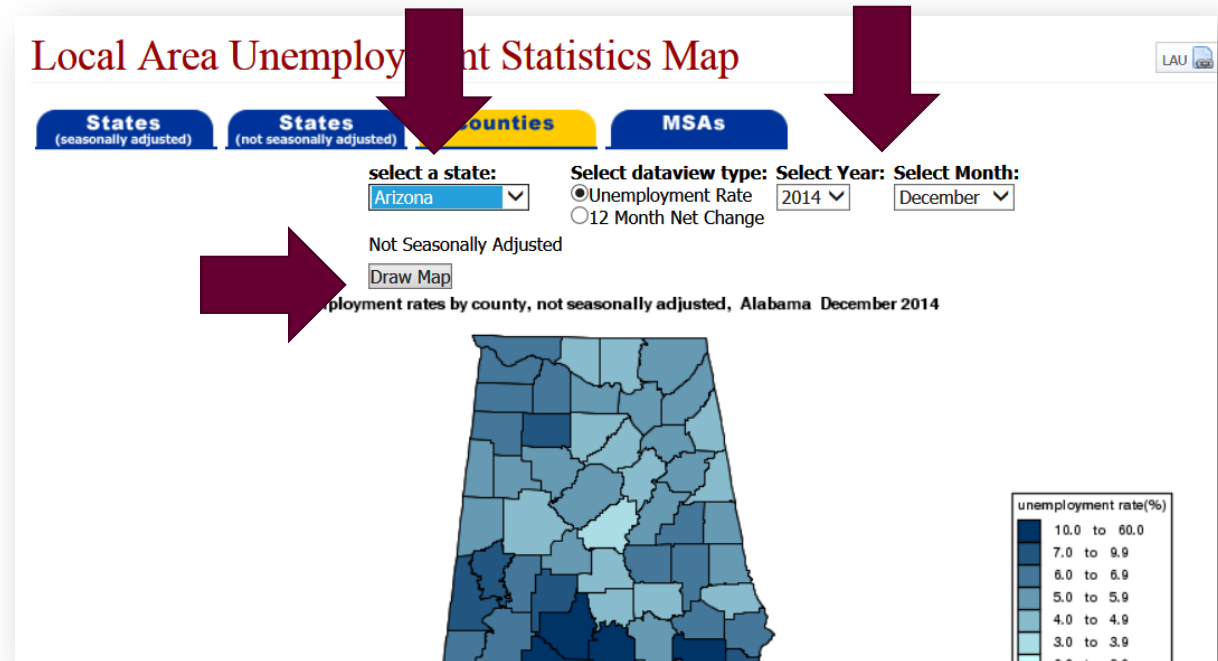
Using Unemployment Data

3. Using the dropdown, select Arizona.
4. Using the dropdowns to the right, select the year and month of this current school year.

Choose the same month from your base year and current year to compare unemployment rates.

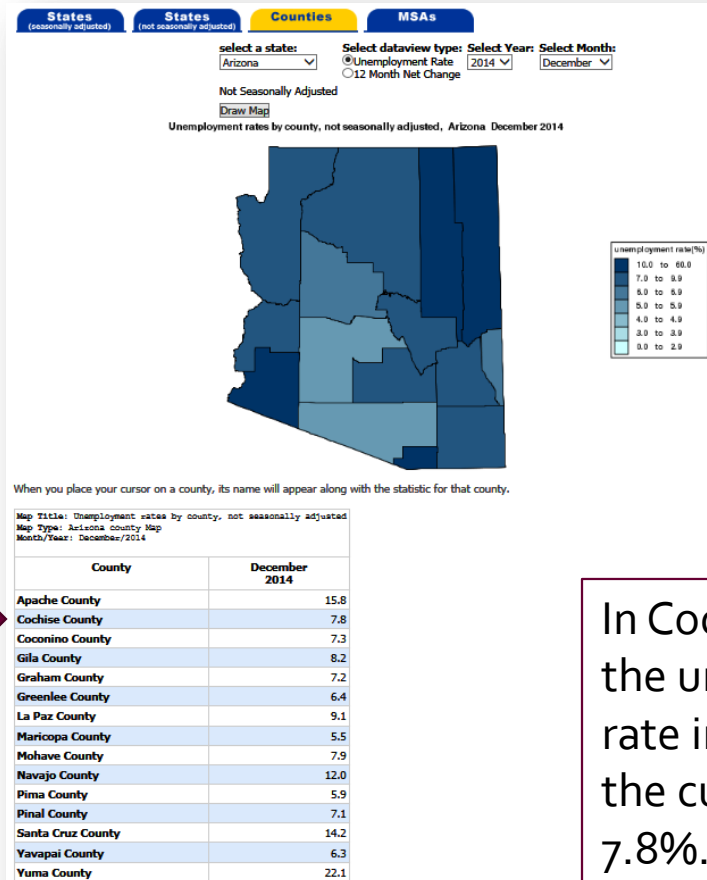
For example: if you choose unemployment data from November of the current year; you must find unemployment data from November of your base year.

5. Click 



Using Unemployment Data

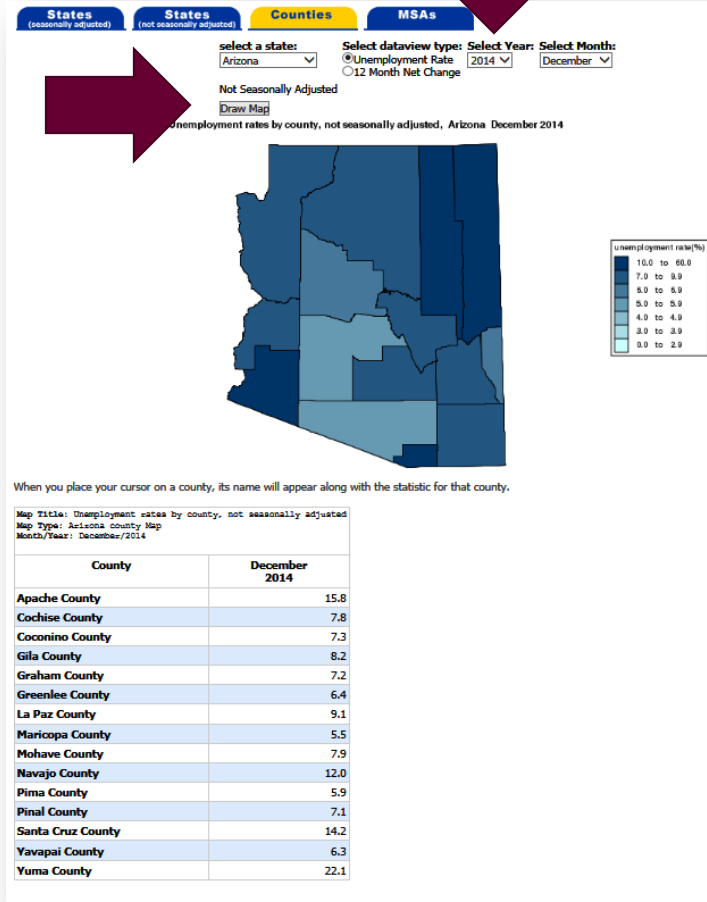
5. Find your county and the unemployment percentage.
6. Print this page for your records and for the backup documentation you are required to submit with the packet.



In Cochise County, the unemployment rate in December of the current year is 7.8%.

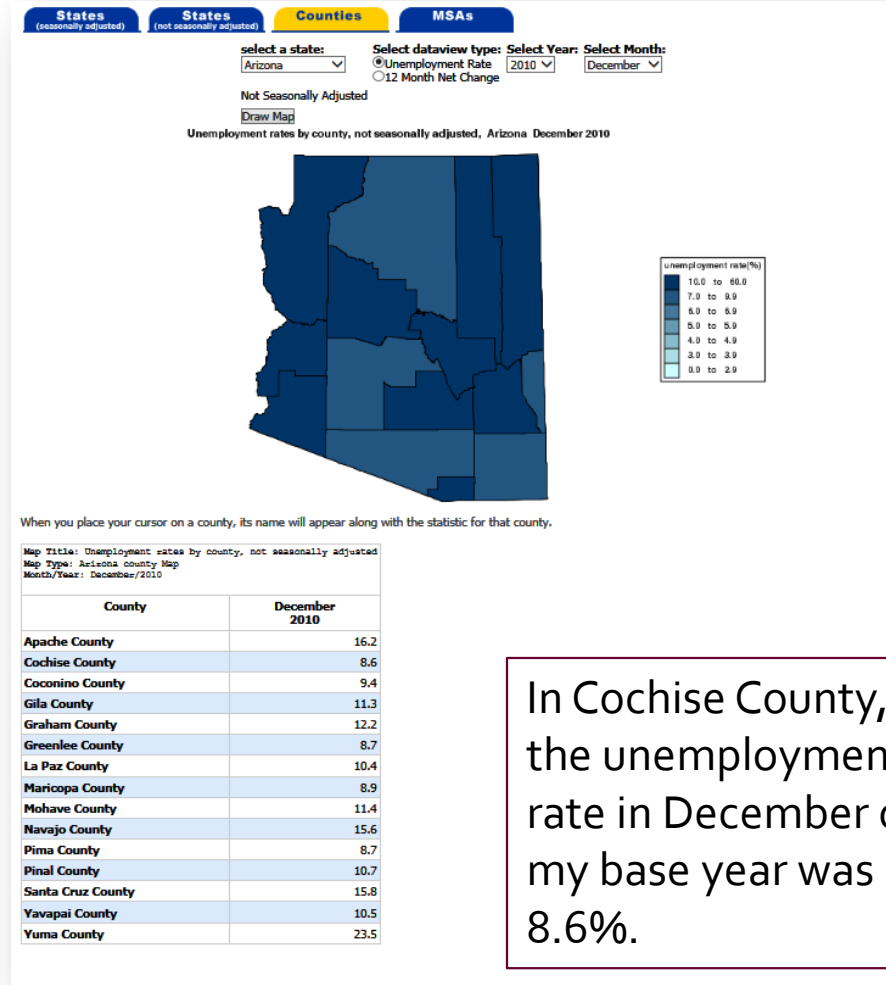
Using Unemployment Data

7. Change the year at the top of the page to the year of your base year. Do not change the month. Then click *Draw Map*.



Using Unemployment Data

- Find your county and the unemployment percentage.
- Print this page for your records.



Using Unemployment Data

Calculate the percent change for the socioeconomic data using unemployment data on the Extension Calculation handout (page 3).

Continuing with the example from the previous slide, the unemployment data has improved by 5% or more.

Calculation for Socioeconomic Data Using Unemployment Data		
Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	<i>Unemployment rate from the non base year – unemployment from base year</i>	<i>7.8% – 8.6% = 0.8%</i>
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	<i>$\frac{-0.8\%}{8.6\%} \times 100 = 9\%$</i>
*Has the income level improved by 5% or more? (Yes or No) (Improved= Less unemployment)		<i>Yes, it has improved by 9%</i>

This data supports that the unemployment has improved and the base year data is not reflective of the current population.

Using Direct Certification Data

Extension Application Page 3

Page 3: Extension Calculation Worksheet

Arizona Department of Education
Extension Calculation Worksheet
DUE: March 1st of the last non-base year

Sponsor Name:	CTD#
Contact/Title:	Phone #:

Please indicate the approved socioeconomic data that you are submitting to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by March 1st of the last non-base year. Please ensure that the selection below matches what was indicated on your extension application from last year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data <input type="checkbox"/> or Direct Certification percentages <input type="checkbox"/>		

Calculation for Socioeconomic Data Using Unemployment Data

Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$\text{Unemployment rate from the non base year} - \text{unemployment from base year}$	
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level improved by 5% or more? (Yes or No) (Improved= Less unemployment)		
*Example: if the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.		

Calculation for Socioeconomic Data Using Direct Certification Percentages

Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the <u>base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the <u>last non-base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 3: Calculate the percent change.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level improved by 5% or more? (Yes or No) (Improved= less children matching in Direct Certification)		
*Example: if the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.		

Using Direct Certification Percentages

- Use your Direct Certification percentages from your base year (Filed with base year records)
- Conduct Direct Certification for the final non base year. (For help conducting Direct Certification, refer to [Step by Step: How to Conduct Direct Certification](#))
- Calculate the percent change by plugging in your values on the Extension Calculation Worksheet

If you do not have the **original match list printed/downloaded from the CNP Direct Certification website from your base year, you are out of compliance with the provision and must either return to normal NSLP operation, or apply for a new base year. ADE cannot accept match results/data provided by your electronic point of service database (i.e. NutriKids)*

Using Direct Certification Percentages

Calculate the percent change for the socioeconomic data using Direct Certification Data on the Extension Calculation handout (page 3).

Example: During the base year, the total enrollment was 420 students; and 305 students were directly certified. During the non base year, the total enrollment is 465; and 300 students were directly certified.

Calculation for Socioeconomic Data Using Direct Certification Percentages		
Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the <u>base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	$\frac{305}{420} = 73\%$
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the <u>last non-base year</u> .	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	$\frac{300}{465} = 65\%$
Step 3: Calculate the percent change.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	$\frac{65 - 73}{73} = 11\%$
*Has the income level improved by 5% or more? (Yes or No) (Improved= less children matching in Direct Certification)		Yes, it has improved by 11%.

This data supports that the unemployment has improved and the base year data is no longer reflective of the current population.

Submit Data to ADE

Once determined that the data has remained stable, declined or had only negligible improvement, submit to ADE:

- the completed **Extension Calculation Worksheet** (page 3)
- and the **supporting socioeconomic data**

Fax/email to Special Assistance Coordinator no later than **March 1** of the final non-base year:

Fax: 602-542-1531

Email: ADESchoolNutrition@azed.gov

Review

Let's Review:

- An extension is approval per Arizona Department of Education (ADE) to operate an additional four non-base years using your original base year data after your Special Assistance cycle has ended.
- SFAs can access the 3 page Extension Application on the [ADE Special Assistance Webpage](#).
- SFAs will apply for an extension by submitting **page 2** of the Extension Application to ADE by May 1st of their second to last non base year
- SFAs must submit **page 3 and their supporting data** (EITHER unemployment data or Direct Certification data) to ADE by March 1st of their last non base year.

Questions?

For additional questions you may contact School Nutrition Programs at (602) 542-8700 or contact your assigned specialist directly.